A **Portfolio** is often used as an assessment instrument during a Recognition of Prior Learning (RPL) Process

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| Name of R.T.O.: Inspiritive in collaboration with Mediation Institute  |
| Assessment Instrument: Portfolio for Recognition of Prior Learning Pathway |
| Candidate Name: Date portfolio is due:  Assessor: Joanne Law  |
| Unit Code and Name: CHCDFV007 – Work with users of violence to effect change |
| **Instructions for the assessor:** |
| Review the information to be provided by the learner with them and provide guidance as required.  |
| **Reasonable adjustment required?** |
| Yes / No explain reason if yes |
| **Instructions for the Candidate:** |
| The purpose of this portfolio is to gather evidence towards the unit of competency listed above.  |
| **What happens if I can provide a portfolio of evidence for any of these units?**Following the presentation of evidence to the assessor, you will be asked to attend an interview to discuss your submission to determine if it meets the rules of evidence which relate to currency, sufficiency, validity and authenticity. In this portfolio you are required to gather evidence to support your request for recognition of prior learning.  |
| Please label all documents submitted clearly and upload to your RPL task in the learning management system [Portfolio Evidence CHCDFV007 (study247.online)](https://mi.study247.online/courses/124/assignments/2135) if you have been enrolled or email to office@mediationinstitute.edu.au A description of the elements and required evidence (Documents) is listed on the next page. For a full description of the requirements for each element visit <https://training.gov.au/Training/Details/CHCFAM007>   |
| **CHCDFV007 – Work** with users of violence to effect changeThis unit describes the skills and knowledge required to work with and engage users of violence to assist them to take responsibility for their violence, and to work towards changing their behaviour and enhancing the safety of their family.This unit applies to individuals whose job role involves working with clients on personal and psychological issues associated with domestic and family violence within established policies, procedures and guidelines.This requiresevidence that you (a) establish and maintain a professional relationship (b) assess capacity for change (c ) encourage personal responsibility (d) monitor and review progress. Including evidence: 1. **CV –** showing that you work or have recently worked in a role requiring you to provide services to clients who used violence to assist them to change their behaviour and improve the safety of their family.
2. **Cases Description** - A description of 3 at least three cases where you have worked with users of violence including identifying the support you provided to their family in accordance with organisational, legal and ethical guidelines. In your case descriptions explain how you established, documented and monitored agreements with users of violence that includes goals, strategies and outcomes.
3. **In the same document as #2 or a separate one, provide examples of how you use the following skills when working with users of violence –**
* questioning and active listening
* Paraphrasing
* Clarifying
* Summarising
* Relationship and rapport building
* Challenging and supportive feedback
* Conflict de-escalation / resolution
1. **Letter of Support** – from your employer or colleague identifying that they have seen your cases description and support your application for RPL clearly identifying their role and contact information.

**Any other supporting documents, e.g formal or informal training or other evidence you consider relevant.**List all documents you will be supplying below**.** |
| **Actual Portfolio Content:** | **Satisfactory** | **Not satisfactory** |
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| **The evidence in the portfolio displayed** ¨ Satisfactory ¨ Not satisfactory**Feedback to Candidate:****Notes for reassessment:** |
| Candidate signature: |  | Date: |
| Assessor signature: |  | Date |